

## INTEGRA TELECOMMUNICATION AND SOFTWARE LIMITED

### INTEGRA TELECOMMUNICATION AND SOFTWARE LIMITED

CIN: L74899DL1985PLC020286, Ph: +91-11-40574542

**Registered Office:** 108/9, Kishan Garh , Vasant Kunj, New Delhi-110070

Website: [www.integratelesoftware.com](http://www.integratelesoftware.com), E-mail: [info@integratelesoftware.com](mailto:info@integratelesoftware.com)

### **NOTICE OF ANNUAL GENERAL MEETING**

**Notice** is hereby given that **32<sup>nd</sup> Annual General Meeting (AGM)** of the members of the **Integra Telecommunication & Software Ltd.** will be held on Thursday, 28th September, 2017 at 10.30 a.m. at Room No - 101, 145A/9, Kishan Garh ( Behind Community Hall) Vasant Kunj, New Delhi-110070 to transact the following businesses:

#### **Ordinary Business:**

##### **Item No. 1- Adoption of Financial Statements**

To receive, consider and adopt the Audited Financial Statements of the Company as at 31st March 2017 with the Report of the Board of Director's and Auditor's thereon.

##### **Item No. 2- Appointment of Director**

To appoint a director in place of Mrs. Rashmee Agrawal, Director, (DIN:01663761), who retire by rotation and being eligible seeks herself for reappointment .

##### **Item No. 3- Ratification of Appointment of Statutory Auditors**

To consider and if thought fit, to pass with or without modification(s) the following resolution as an Ordinary Resolution:

"RESOLVED THAT pursuant to the provisions of Sections 139, 142 and other applicable provisions of the Companies Act, 2013 and rules made there under and pursuant to resolution passed by the members at the 30th General Meeting held on July 29th 2015, the appointment of M/s Sarika & Co., Chartered Accountant, ( FRN No. – 015306C ) as Statutory Auditor of the Company for the financial year 2017-18 , be and is hereby ratified by the members of the company and that the Board of Directors be and is hereby authorized to fix the remuneration for the financial year 2017-18.

**By The Order of Board,  
For Integra Telecommunication & Software Ltd.**

**Date: 31st August , 2017  
Place: New Delhi**

**Sd/-  
C. L. Agrawal  
Company Secretary**

## INTEGRA TELECOMMUNICATION AND SOFTWARE LIMITED

### Notes:-

1. A MEMBER ENTITLED TO ATTEND AND VOTE AT THE ANNUAL GENERAL MEETING (THE MEETING) IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE ON A POLL INSTEAD OF HIM/HERSELF, AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY. THE INSTRUMENT APPOINTING PROXY SHOULD BE DULY FILLED IN, SIGNED AND PROPERLY STAMPED, THERAFTER SHALL BE DEPOSITED AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN FORTY-EIGHT HOURS BEFORE THE COMMENCEMENT OF THE MEETING.
2. A person can act as a proxy on behalf of not exceeding fifty (50) members and holding in aggregate not more than ten (10) percent of the total share capital of the Company.
3. Corporate Members are requested to send a duly certified copy of resolution authorizing their representative to attend and vote on their behalf at the Meeting.
4. Members/ Proxies should fill the Attendance slip enclosed herewith for attending the meeting.
5. The Register of Directors, Key Managerial Personnel including their shareholding maintained under Section 170 and Register of Contracts and Arrangement in which directors are interested, maintained under section 189 of the Companies Act, 2013 will be available at AGM.
6. Additional Information in respect of Mrs. Rashmee Agrawal seeking re- appointment at the AGM is as under:-  
Mrs. Rashmee Agrawal , aged 57 years, is a graduate from Kanpur University. She is having vast experience in Administration and marketing . She has furnished consent for his re-appointment as required under section 152 of Companies Act, 2013 and the Rules there under. She is holding 4320541 equity shares during the year.
7. As per the new provisions of Companies Act, 2013, facility for making nominations is now available for shareholders in respect of the shares held by them.
8. Members are advised, in their own interest, to convey to the company at the earliest opportunity, any change in their postal addresses.
9. All relevant documents referred to in the notice and the statement are open for inspection at the registered office of the company on all working days except Sundays and holidays during business hours up to the date of the Annual General Meeting.
10. The register of Member and Share Transfer Books will remain closed from Friday, 22nd September 2017 to Thursday, 28th September 2017 (Both days inclusive).
11. As a measure of economy, copies of Annual Report will not be distributed at the venue of the Annual General Meeting. Members are, therefore, requested to bring their own copies of Annual Report to the meeting.
12. **The Complete notice as well as Annual Report of the Company is also available on the website of the Company i.e. [www.integratelesoftware.com](http://www.integratelesoftware.com)**
13. **Members seeking any information/clarification with regard to accounts and audit are requested to write to the Company in advance and their queries should reach the Registered Office of the Company at least seven days prior to the date of meeting, so as to enable the Management to keep the information/ clarification ready.**
14. The Securities and Exchange Board of India (SEBI) has mandate the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore requested to submit the PAN to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN details to the RTA.
15. Members who hold shares in dematerialized form are requested to bring their Client ID and DP ID numbers for easy identification of attendance at the meeting.
16. **Members holding shares in physical form are requested to furnish their email at [cs@integratelesoftware.com](mailto:cs@integratelesoftware.com) and/or send letter to us quoting their Folio No. and e-mail ID to enable us to serve any document, notice, communication, Annual report etc. through e-mail. For members, who have not registered their email addresses, physical copies of the Annual Report 2016 are being sent by permitted mode. Members holding shares in demat form may get their email ID updated with their respective Depository Participants. We request the members to continue to support the Green Initiative introduction by MCA and make it success.**
17. Pursuant to the Stipulations in Regulation 44 of the SEBI ( Listing Obligations and Disclosure Requirements), Regulations, 2015, read with Section 108 of the Companies Act 2013 and the relevant Rules, the Company has entered into an arrangement with Central Depository Services limited (CDSL) to facilitate the Member to exercise their right to vote at the Annual General Meeting by electronic means. The members may cast their votes using an electronic voting system from a place other than the venue of the Meeting ('remote e-voting').The details process for participating in e-voting is given on a separate Annexure .

By The Order of Board,  
For Integra Telecommunication & Software Ltd.

Sd/-  
C.L. Agrawal  
Company Secretary

Date: 31st August, 2017  
Place: New Delhi

## INTEGRA TELECOMMUNICATION AND SOFTWARE LIMITED

### Annexure to Notice

#### INSTRUCTIONS FOR EXERCISE OF VOTING RIGHT BY ELECTRONIC MEANS

1. In term of section 108 of the Companies Act, 2013 read with Rule 20 of Companies (Management and Administration) Rule, 2014 and Regulation 44 of the SEBI ( Listing Obligations and Disclosure Requirements), Regulations, 2015, the Company is providing to its members the alternative facility to exercise their right to vote at the forthcoming Annual General Meeting ( AGM) meeting by electronic means on any or all of the business specified in the accompanying notice. The Necessary arrangements have been made by the Company with CDSL to facilitate e-voting. E-VOTING is optional and member shall have an option to vote either through e-voting or in person at the forthcoming AGM.
2. The Company has fixed Thursday, 21st September 2017 as the cut -off date for determining voting rights of the shareholders entitled to participate in the e-voting process.
3. Any person, who acquires shares of the company and becomes a shareholder of the Company after dispatch of Notice and holds shares as of the cut-off date i.e. 21st September , 2017 may obtain login ID and password by sending a request at [evoting@cdslindia.com](mailto:evoting@cdslindia.com) . However, if you are already registered with CDSL for remote e-voting, then you can use your existing user ID and password for casting your vote.
4. A person whose name is recorded in the Register of Members or in the register of beneficial owners maintained by the depositories as on cut-off date only shall entitled to avail the facility of remote e-voting as well as voting in the Annual General Meeting through ballot papers.
5. A member may participate in the AGM even after exercise his right to vote through remote e-voting, but shall not be allowed to vote again at the AGM.
6. The facility for voting through ballot papers will also be made available at the AGM, and members attending the AGM who have not already cast their vote by remote e-voting will be able to exercise their right at the AGM. Shareholders who have not cast their vote electronically, by remote e-voting may only cast their vote at the AGM through ballot paper.
7. The e-voting period begins on Monday, 25th September 2017 from 9.00 A.M. and ends on Wednesday, 27th September 2017 till 5.00 P.M. During this period, shareholder's of the company (holding shares either in physical form or in dematerialized form) as on the cut-off/entitlement date 21st September, 2017 may cast their vote electronically. Thereafter, the e-voting modules shall be disabled by CDSL for voting.
8. Voting through electronic means would be on the basis of proportion of shares held by the member viz., on "one-share one-vote" basis.
9. The Instructions for members for voting electronically are as under -----
  - a. Log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com) during the voting period.
  - b. Click on "Shareholders" Tab.
  - c. Now, Select the "Integra Telecommunication & Software Ltd" from the drop down menu and click on "SUBMIT"
  - d. Now, Enter your User ID as show below:-

Member holding shares in demat form with CDSL	16 digits beneficiary ID
Member holding shares in demat form with NSDL	8 character DP ID followed by 8 digits Client ID
Member holding shares in Physical Form	Folio No. registered with the Company

- e. Next, Enter the image verification code as displayed and click on "Login"
- f. Next, Enter the Password :-
  - (i) Members holding shares in Demat form and who have already exercised e-voting on an earlier occasion through [www.evotingindia.com](http://www.evotingindia.com) in respect of their holding in any other company shall use their existing password.
  - (ii) Password entry for Member who are holding shares in demat form and are exercising e-voting for the first time and for Member holding shares in Physical form shall be as below :

PAN	Enter your 10 digit PAN (issued by the Income Tax Department), if the same has been registered with the DP or with the Company. Members who have not updated their PAN with the Company/ Depository Participant are requested to use the sequence number which is printed on Postal Ballot / Attendance Slip indicated in the PAN field.
Date of Birth	Enter your Date of Birth in dd/mm/yyyy format for the said demat account or folio
Dividend Bank Details	Enter the Bank details as registered with the DP /Company. Please enter the DOB or Dividend Bank Details in order to login. If the details are not recorded with the depositories or Company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (d).

- g. After entering these details appropriately, Click on Submit tab for further processing. If the password entered is incorrect, system will not allow to login and you have to repeat the above process until the proper password is entered.
- h. Thereafter, Member holding shares in physical form will be directed to the "Company Selection" menu. Member holding shares in demat form and participating in e-voting through [www.evotingindia.com](http://www.evotingindia.com) for the first time, will be required mandatorily to create their own password to proceed with e-voting process. After completion of the new password creation, they will be directed to the Company Selection Menu.

## INTEGRA TELECOMMUNICATION AND SOFTWARE LIMITED

For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.

- i. Click on the EVSN for Integra telecommunication & Software Limited and you will be directed of the resolutions.
  - j. The Description of the resolutions as set out in the Notice of the Meeting and the voting options "YES/No" will be displayed for each of the resolutions on the Screen for voting.
  - k. Click on the "Resolutions File Link" if you wish to view the full description of the resolutions.
  - l. Select the option "YES" or "NO" for each of the Item as desired by you. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
  - m. After Selection click on SUBMIT and a confirmation box will not be displayed. If you wish to confirm and complete the voting press OK, else press CANCEL to change your vote.
  - n. Once you CONFIRM your vote on the resolution, you will not be allowed to modify your vote.
  - o. You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
  - p. If Demat account holder has forgotten the changed password then they should enter the User ID and the Captcha code and click on "Forgot Password" to enter the details as prompted by the system.
  - q. Shareholders can also cast their vote using CDSL,s mobile app i.e. m-voting available for android, Apple and Windows based mobiles. The m-Voting app can be downloaded from Google play store, App store and the windows phone store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.
  - r. Institutional Shareholder ( i.e. other than Individual, HUF, NRI etc.) are required to log on to <https://www.evoting.co.in> and register themselves as corporate .
    - They should submit a scanned copy of the Registration Form bearing the stamp and sign of the entity to [helpdesk.evoting@cdsl.com](mailto:helpdesk.evoting@cdsl.com)
    - After receiving the login details they have to create a user who would be able to link the account(s) which they wish to vote on.
    - The list of accounts should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
    - They should upload a scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, in PDF format in the system for the scrutinizer to verify the same.
10. For any queries or issues regarding e-voting, please refer to the Frequently Asked Questions ("FAQs") and e-voting manual available at [www.evotingindia.co.in](http://www.evotingindia.co.in) under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or call 18002005533.
  11. M/s. Sarika & Company, A Practicing Chartered Accountants, C.P. Membership No. 405313 has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner and she has communicated his willingness to be appointed and will be available for same purpose.
  12. The Scrutinizer shall within a period not exceeding three (3) working days from the conclusions of the e-voting period, unblock the votes in the presence of at least two (2) witnesses ( not in the employment of the Company) and make a Scrutinizer's Report of the votes cast in "Favour" or "Against", if any, forthwith to the Chairman of the Company.
  13. The Result of E-voting shall be declared on or after the 32nd Annual General Meeting (AGM) of the Company. The results of E-voting along with the Scrutinizer's Report shall be placed on the website of the Company ([www.integratelesoftware.com](http://www.integratelesoftware.com)) and also on the website of CDSL within two (2) days of passing of the resolutions at AGM and will also be communicated to the Stock Exchange(s).
  14. Subject to receipt of requisite number of votes, the Resolutions shall be deemed to be passed on the date of the Meeting, i.e. September 28th , 2017.

**By The Order of Board,  
For Integra Telecommunication & Software Ltd.**

Sd/-  
C.L. Agrawal  
Company Secretary

Date: 31st August, 2017  
Place: New Delhi